

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
100 USDA, Suite 102
Stillwater, OK 74074-2653

For: County Offices

May Reports and Reminders

Approved by: State Executive Director

**1 Report Policy****A Provide Report**

Except for electronically transmitted reports, counties are to mail reports by date listed on the calendar. Routine reports listed **are not to be transmitted** by FAX. Exception may be granted by the section requiring the report.

A REPORT (positive or negative) from each county IS REQUIRED UNLESS the CALENDAR INDICATES that a NEGATIVE REPORT IS NOT REQUIRED.

Pinkslips will be sent to each county in which a report has not been received by the date, unless a negative report was not required.

2 Action**A Submit Reports**

Prepare and submit reports to the State Office by the dates shown on the following reports calendar.

Disposal	Distribution
July 1, 2003	County Offices

Administrative Reports

The following reports are to be submitted to the State Office Administrative Section by the dates listed below:

Date	Report
	None

Compliance/ Peanut Reports

The following reports are to be submitted to the State Office Compliance Section by the dates listed below:

Date	Report
May 9	FSA-569 Activity Report-6-CP (Rev.2), Par. 604 and Exhibit 1. This report should cover activity from April 1 through April 30. Negative reports are NOT REQUIRED .
May 9	FSA-493, Highly Erodible Land and Wetland Conservation Violation Data – 6-CP (Rev.2), Par. 801 and Exhibit 1. This report should cover activity from April 1 through April 30. Negative reports are NOT REQUIRED .

Conservation Reports

The following reports are to be submitted to the State Office Conservation Section by the dates listed below:

Date	Report
May 1	Verify that the system automatically, during start-of-day, prints and queues the ACP-305 Monthly Progress Report and Conservation 305 Monthly Progress Report and that during EOD, it transmits the data to the State Office.

Farm Loan Programs Reports The following reports are to be submitted to the State Office Farm Loan Program Section by the dates listed below:

Date	Report
May 25	Borrower Training Report (OK Notice FLP-343)

Outreach Reports The following reports are to be submitted to the State Office Outreach Coordinator by the dates listed below:

Date	Report
Every Friday	Record of Outreach Activities 1-INFO (Rev.2), OK Exhibit 2

Price Support Reports The following reports are to be submitted to the State Office Price Support Section by the dates listed below:

Date	Report
May 7	Commodity Loan Spot Check Report for April. Negative reports are required.

Production The following are reports to be submitted to the State Office, Production
Adjustment Adjustment Section by the dates listed below:
Reports

Date	Report
May 5	Late Voucher Report NAP-1R (2-NAP, Paragraph 321). LA Interest Payment Report NAP-2R (2-NAP, Paragraph 322). Note: State Office will assume reports are negative unless county provides a report.

**Administrative
Reminders**

The following are reminders of actions to be performed in the County Office by Administrative personnel during the month of May:

Reminder
None

**Compliance/
Peanut
Reminders**

The following are reminders of actions to be performed in the County Office by Compliance personnel during the month of May:

Reminder
None

**Conservation
Reminders**

The following are reminders of actions to be performed in the County Office by Conservation personnel during the month of May:

Reminder
Conservation cost information shall be place on Exhibit 1 of OK Notice CONOP-35 and submitted to the State Office by the last working day of each month.
Set Monthly Average Grazing Losses according to OK Exhibit 10 of 8-DF (Rev.1). Counties which hold their COC Meeting during the first 14 days of the month shall set average grazing losses for the prior month. Counties, which had their COC Meeting on or after the 15 th of the month, shall set average grazing losses for the current month.
Publicize continuous CRP signup provisions – 2 CRP, Part 5.
CCC-1200 Status Report to be run at end of the month (2 CONSV, Par. 144 B)
When entering manual EQIP applications into the system, provide the Applications Received Report to NRCS weekly.
Mail CRP participants form CRP-817U (2-CRP, subparagraph 339 B)

Farm Loan Programs Reminders

The following are reminders of actions to be performed in the County Office by Farm Loan Program personnel during the month of May:

Reminder
Graduation Reviews should be completed by July 1. (FmHA Instruction 1951-F, 1951.26(c))
The Inventory of Debt Instruments Report is due in the State Office <i>before</i> July 31. Farm Loan Teams are reminded to carefully complete the survey of debt instruments and send a memo report to Vickie. <i>Do not</i> send the listing of borrowers. (FmHA Instruction 2018-E) Original Promissory Notes of loans to relatives should remain in the home county. Farm Loan Teams should identify these Promissory Notes.
DD's are to submit monthly guaranteed reports to the State Office by the monthly DD meeting.

Price Support Reminders

The following are reminders of actions to be performed in the County Office by Price Support personnel during the month of May:

Reminder
May 31 st is the final availability date for loans and LDP's for the following commodities: Corn, Grain Sorghum, Mustard seed, Safflower seed, Rice, Soybeans, Sunflower seed and Upland Cotton.

Production Adjustment Reminders

The following are reminders of actions to be performed in the County Office by Production Adjustment personnel during the month of May:

Reminder
PFC Overpayment Registers must be run every 60 days. 2-PF, paragraph 221. Note: This includes 2000, 2001, and 2002 program years.
FY 2000 & 2001 MLA Overpayment Register must be run every 60 days. OK Notice PF-126, subparagraph 2 C.
To identify producers and employees who may be deleted for the name and address file, run query PROD0031 according to 1-CM (Rev. 2) paragraph 295 C every six months. DO NOT delete producers maintained for Ag. Credit purposes.

**Production
Adjustment
Reminders
Continued**

The following are reminders of actions to be performed in the County Office by Production Adjustment personnel during the month of May:

Date	Reminder
May 2	Final date to accept 2003 crop year CCC-471 for unseeded forage on Federal- and State-owned land.
May 15	Final planting date for corn based on actuarial documents
May 15 or 31	Acreage reporting date for: Alfalfa – forage, Clover – forage, Grass – forage, Green Beans, Mixed forage – forage if grass is in the mixture, Potatoes, Small grains, - forage, Spinach – spring (planting period 02)
May 16	Final date to obtain all signatures for farms on DCP register or farms that may make base and yield revisions due to revised yield provisions or addition of covered commodities.
May 20	Final planting date for Cantaloupe and Watermelon
May 31	Application closing date for: Brussels sprouts, Cowpeas, Dry beans, Guar, Millet, Mixed forage – varieties that include sorghum forage, Mungbeans, Peas (dry, all varieties), Pumpkins, Sesame, Sorghum forage, Spinach – fall (planting period 03)